

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M285 Page 1 of 3
Agency City of Gaithersburg		Division/Unit City Manager's Office – Legal Services
Item No.	Description	Retention
1	Departmental Correspondence/Records Includes interoffice mail, requests for legal review/comments etc.	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
2	Outside Correspondence	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
3	Municipal Infractions	Retain 5 years from judgment, then destroy
4	Litigation A. Circuit Court – Criminal B. Circuit Court C. District Court	Retain 12 years after close of case, then destroy Retain 12 years after close of case, then destroy Retain 12 years after close of case, then destroy
Schedule Approved by Department, Agency or Division Representative. Date 3/13/14 Signature N. Lynn Board Typed Name N. Lynn Board Title City Attorney		Schedule Authorized by State Archivist Date 5-15-14 Signature T. B. Ball

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. M285 Page 2 of 3
Agency City of Gaithersburg		Division/Unit City Manager's Office – Legal Services
Item No.	Description	Retention
5	Administrative Hearings	Retain 5 years after separation of employment, then destroy
6	Attorney Opinions	Permanent. Transfer to State Archives annually
7	Personnel Issues	Retain 3 years after resolution/settlement, then destroy
8	Research Files	Non-Permanent. Screen annually and destroy material having no further fiscal, legal or operational value
9	Legal Agreements, Contracts and MOU's	Retain paper records until scanned to Maryland State Archives' standards, then destroy. Retain scanned images for 3 years, then destroy
10	Board of Supervisors of Elections – Correspondence	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value
11	Board of Supervisors of Elections – Agendas	Permanent. Transfer to State Archives after 3 years
12	Board of Supervisors of Elections – Meeting Minutes	Permanent. Transfer to State Archives after 3 years
13	Board of Supervisors of Elections – Complaints	Retain 5 years after resolution, then destroy

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Agency City of Gaithersburg		Division/Unit City Manager's Office – Legal Services
Item No.	Description	Retention
14	Ethics Commission – Correspondence	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
15	Ethics Commission – Agendas & Decisions	Permanent. Transfer to State Archives after 3 years
16	Ethics Commission – Meeting Minutes	Permanent. Transfer to State Archives after 3 years
17	Ethics Commission – Ethics Forms	Retain 5 years, then destroy
18	Personnel Review Board – Correspondence	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
19	Personnel Review Board – Agendas & Decisions	Permanent. Transfer to State Archives after 3 years
20	Personnel Review Board – Meeting Minutes	Permanent. Transfer to State Archives after 3 years
21	Personnel Review Board – Complaints	Retain 3 years from resolution, then destroy